 **St John Henry Newman Catholic School**

**Headteacher:** Mr John McAuley BA (Hons) MEd

**ICT Network Manager Candidate Brochure**





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 **St John Henry Newman Catholic School**

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Also included with this application pack:

* Attachments - Notes to Applicant
* Application Form – Support Staff
* Rehabilitation of Offenders Form – issued at shortlisting stage
* Self-Disclosure Form – issued at shortlisting stage
* Recruitment Monitoring Form
* Consent to Obtain Reference Form
* Overarching Safeguarding Statement
* Staff Code of Conduct Policy
* School Privacy Notice - Staff
* Equality Act Reasonable Adjustment Statement



 **St John Henry Newman Catholic School**

**Welcome from the Headteacher**

Dear Applicant

Thank you for your interest in the position of ICT Network Manager at St John Henry Newman Catholic School.

We are a genuinely comprehensive school and believe that our mission is to nurture each child by placing Christ and the teaching of the Catholic Church at the centre of their lives.

We integrate Gospel values and the teachings of the Catholic Church into every aspect of learning, teaching and the totality of school life.

In the words of our patron St John Henry Newman, “To live is to change and to be perfect is to have changed often”; and so we have high expectations of our pupils; we expect them to work hard, to play hard and to take a full part in the life of the school. In return, we strive to provide the best teaching and guidance in a caring and supportive environment, where pupils are challenged and give of their best.

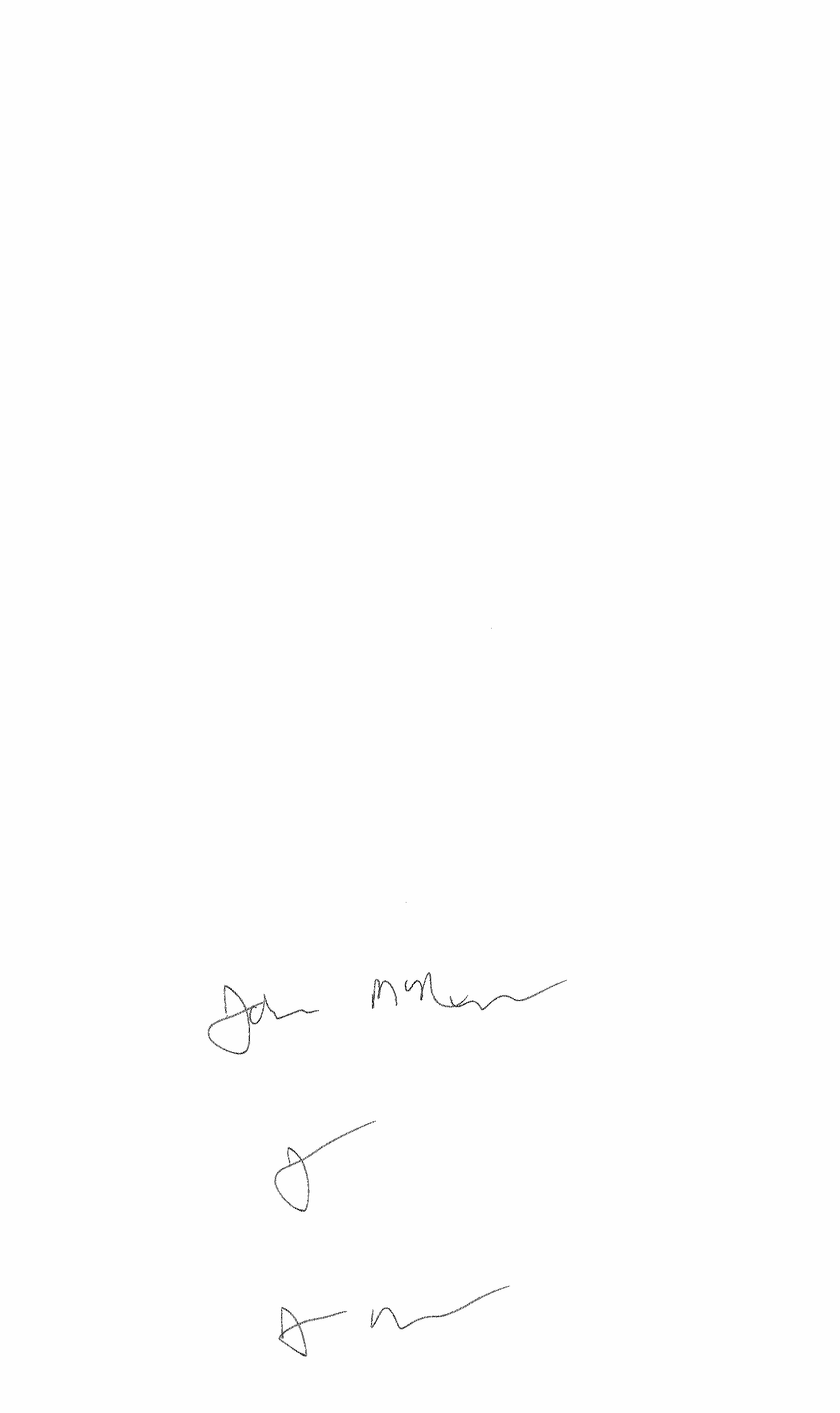
Strong pastoral care is vital to our success and creates a happy and caring atmosphere. As a smaller school, we get to know our pupils well; their well-being is our foundation. This strong pastoral care enables us to support our pupils, not only with their academic work, but also in the varied extra-curricular activities, which are hugely important as they develop into young adults.

It is an exciting time to join St John Henry Newman Catholic School. Following the flooding of our site in Carlisle we moved to a purpose-built modern school in a developing area of Carlisle in September 2020. After a turbulent time following the flood, the school is rapidly improving and was recently commended by Ofsted for the improvements being made in the quality of teaching, the progress of pupils, and for the highly effective pastoral support. Inspectors’ findings confirmed that a journey of school improvement is underway.

You will find here a wonderful and vibrant community of teachers and support staff committed to improve the life chances of all pupils and to develop a school that embraces the teachings of the Catholic Church.

We want our pupils to enjoy their education – to be happy, safe and secure and to grow in God’s love so that when they leave the school, they are equipped to change the world and make it a better place.

Yours



John McAuley

Headteacher

 **St John Henry Newman Catholic School**

**Mission Statement**

***Our mission is to educate our pupils in the wholeness of mind, body and spirit through the teachings of Jesus Christ as proclaimed by the Catholic Church by placing Him at the centre of pupils' lives.***

***Our school commits itself to the principles of Catholic education and academic excellence, leading our pupils from shadows and images to the fullness of the Truth, as envisioned by the St John Henry Newman. The school community recognises that excellence in education can best be achieved, and future leaders nurtured, within a living tradition rooted in the Love and Truth of Christ.***

***We encourage pupils to cultivate Christian virtue and an appropriate sense of social responsibility.***

***We inspire an enthusiasm for life-long learning and are committed to success for all.***

**St John Henry Newman Catholic School**

**Governors’ Strategic Vision 2018-2023**

This text sets out our aspirations for St John Henry Newman Catholic School and provides a description of the school the governors would like to see evolve as the manifestation of their ambitions.

Each year’s School Improvement Plan will take us closer to achieving these goals and will represent the practical steps required to deliver this vision.

**We will develop a school which is characterised by:**

* Christian values, where Catholic teaching is at the centre of every aspect of school life, and kindness and compassion are qualities which are shared by the whole school community
* equal respect for all members of the school community in which diversity is welcomed and celebrated
* dedicated, highly professional and committed staff who fulfil their various roles to the highest of standards and work effectively as a team
* fostering high aspirations and determination in our pupils, and driving them to be high achievers in all aspects of their learning and development
* a safe, nurturing and inclusive outlook

**As a result of our collective efforts, we expect our pupils to be:**

* well-rounded young people, independent, confident and articulate, outward facing and ready to make a positive difference in the world as responsible citizens in a tolerant and democratic society
* happy and able to fulfil all dimensions of their human potential: spiritual, academic, personal and social
* shaped by Christian values, and willing to contribute actively in their faith and secular communities, providing a positive example to others
* confident in their abilities and equipped to achieve excellence in their studies leading to success in continuing education or training and future careers
* both leaders and good team players with a strong sense of self-esteem as well as respect for others
* the best that they can be, behaving in such a way that all can be proud of them
* self-disciplined and courteous, setting an example to others

**The school will provide an environment which is:**

* an inspirational place in which to learn: spacious, light, attractive and stimulating
* suitable to meet all needs – physical, academic, personal, social and spiritual
* furnished with a distinctive and prominent working chapel open to all, at all times, with regular Masses
* supportive of learning in all domains, flexible and responsive to the changing curricular requirements of the 21st Century
* responsive to the progression routes of all pupils, including the provision of high quality post-16 programs within its own distinctive sixth form.
* an environment which brings pupils together, with communal and recreational spaces conducive to a civilised experience
* safe, secure and appropriate to the diverse needs of the pupil’s community
* well-resourced with the equipment and materials required to provide the best contemporary education possible

 **St John Henry Newman Catholic School**

**About our School**



It is an exciting time for St John Henry Newman Catholic School, as we have moved to a new build school in the “garden village” area of Carlisle. Our school is a £15million new build in a rural location on the edge of the city. The school has been designed to provide the highest standards of education for our pupils and areas have been purpose built to allow staff to teach effectively in their subject areas.

**St John Henry Newman Catholic School offers:**

* *An exciting, engaging curriculum underpinned by excellent teaching*
* *Committed and caring staff*
* *Continual Professional Development*
* *Governor support*

At St John Henry Newman Catholic School, we are committed to the high achievement of all our pupils. We cultivate success and foster the highest aspirations through excellent teaching. We are a learning community which has high expectations and actively seeks to celebrate the good in every individual. St John Henry Newman Catholic School is built on the Christian values of trust, respect and compassion.

We inspire an enthusiasm for life-long learning and are committed to success for all.

St John Henry Newman Catholic School opened in 1967 and we are very proud of the long history of achievements gained by our pupils. Our expectations are high and we continue to ‘raise the bar’.

Our small sixth form ensures that all of our pupils’ individual needs are catered for which in turn ensures we are well placed to help each individual to make their expected progress.

Supported by a strong careers programme, our pupils continue to be successful in their transition from school to employment, apprenticeships and further education and training. Pupils receive individual guidance on their next steps and we are proud to say that our school leaver statistics are above the national average with close to 100% of our pupils selecting appropriate future steps.

St John Henry Newman Catholic School seeks to provide a distinctly Catholic education in partnership with parents, families, the local Church and wider community. Everyone is encouraged to be the best person that they can be and is both nurtured and challenged in a safe and secure environment. Mutual respect is at the heart of our school community and Gospel values of peace, justice and reconciliation are of paramount importance.

 **St John Henry Newman Catholic School**

**ICT Network Manager**

Permanent, full time, full year

RT12 £39,513 to £40,476

to start March 2025

St John Henry Newman Catholic School is seeking to appoint a suitably qualified and experienced ICT Network Manager to strategically manage the development and maintenance of an efficient and modern IT infrastructure within a brand-new school building. You will also provide a technical service to our pupils, teachers and support staff.

You will have experience of managing a network and an in depth knowledge of network systems and a range of software applications.

The successful candidate will be:

* a strategic thinker with excellent communication skills
* dynamic, forwarding thinking who thrives on a challenge
* customer focused with a proactive can do approach

Please see job description within the application pack for further information about the role.

Current working hours are 37 hours per week with a 30 minute lunch break, working:

Monday to Thursday 8.00am – 4.00pm

Friday 8.00am – 3.30pm

Please note, during school holidays, working hours may vary.

Our school has a distinctive caring and Christian ethos with the emphasis on the individual and supporting staff and pupils in fulfilling their full potential. We are committed to safeguarding and promoting the welfare of young people. This post will be subject to an enhanced DBS and health check.

For an informal chat about the post or to request to visit our school please contact Mr Declan McArdle, Deputy Headteacher by email: dmcardle@newman.cumbria.sch.uk

Application packs can be downloaded from our website at <http://newman.cumbria.sch.uk/Vacancies/> or requested by emailing [vacancies@newman.cumbria.sch.uk](mailto:vacancies@newman.cumbria.sch.uk)

Your application form should be supported by a letter of no more than two pages of A4.

The closing date for applications is 12 noon Wednesday 5th February 2025.Completed application forms should be emailed to [vacancies@newman.cumbria.sch.uk](mailto:vacancies@newman.cumbria.sch.uk) or by post, addressed to Finance.

Short listed candidates will be contacted by telephone or email.

 **St John Henry Newman Catholic School**

**Job Description and Person Specification**

**Catholic Voluntary Aided School**

**St John Henry Newman Catholic School**

**Post Title:** ICT Network Manager

**Responsible To:** Headteacher

**Job Family:** PCD12i/PCD12ii

**Job Profile:** RT12 **Scale Point:** 30/31

**Main Purpose:** Manage all computer networks and data including the management of the network on the school site.

**Principal Accountabilities**

* Management of the network and server infrastructure.
* Management of future IT developments with the guidance of senior staff.
* Plan, organise and implement the upgrade of computer software and hardware.
* Manage IT team and supervise the delivery of the school’s IT service.
* Take responsibility for the maintenance of computer hardware and liaise with IT equipment and hardware suppliers and visiting IT/electrical engineers.

**Key Tasks**

* Supervise, plan, organise and co-ordinate the IT department and IT staff.
* Support and advise subject areas in technical aspects of ICT.
* Provide advice and support to members of the teaching staff regarding the use of ICT equipment.
* Carry out ICT training for school staff when required.
* Ensure staff have regular access to training on the various uses of SIMS, explore, and implement ways of extending the use of facilities on SIMS to improve the efficiency and raise standards.
* Contribute to the development of individual and group programmes to support children and young people to learn more effectively including extra-curricular activities.
* Ensure that there is appropriate ICT technical support during evening classes and school holidays if appropriate.
* Maintain an up-to-date inventory of school ICT hardware and software.
* Have knowledge of and comply with data protection legislation.
* Maintain and update the school's website and other public communication systems.
* Maintain the web server and administer the school e-mail system, creating e-mail addresses as required.
* Ensure high levels of confidentiality are maintained when dealing with data relating to staff and students.
* Administration of Microsoft Active Directory, Sharepoint, Exchange Server and Office 365 (inc Microsoft Teams).
* In association with other key staff contribute to, implement and evaluate a development plan for ICT to SLT.
* To research and advise prior to purchase and be responsible for ICT purchasing and budgets.
* To be responsible for the security of all data, ensuring data is backed up and restored as necessary.
* Ensuring systems are kept operational which may require evening or weekend work by mutual agreement.
* Monitor student use of the network to comply with the schools acceptable usage policy, e.g. websites visited/user’s network space of illegal content.
* Participate in E safety programmes and procedures including the management of school systems.
* Ensure the compatibility and synchronicity of software and school data.
* Create accounts and relevant security for new staff and pupils.
* Assist with the production of school MIS publications, pupil reports and newsletters.
* Ensure all systems are secure, free from viruses and potential hacking.
* Provide support for Cashless Catering systems.
* Produce promotional materials for a range of activities.
* Management of key areas across the school including:
  + RFID cards and supporting related systems including sign in system, door entry system, print management system.
  + IP based CCTV system support and maintenance.
  + IP based school bell system support and maintenance.
  + Mitel telephone system support.
  + Building management system (BMS) support.

**Other Duties**

* Contribute to the overall ethos, work and aims of the school.
* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with school policies.
* Contribute to risk assessments and promoting a healthy and safe working environment.
* Attend and participate in meetings with staff and governors as required.
* Attend and participate in relevant meetings as required.
* To carry out other related duties under the direction of the Headteacher and to carry out other administrative tasks as part of the school support staff.
* Undertake personal and professional development, by attending relevant courses and reading professional literature, to ensure that the skills necessary to perform the job are maintained. Participate in performance management/appraisal as required.
* Recognise your own strengths and areas of expertise and use these to advise and support colleagues and others.
* Any other duties the head may direct within the conditions of service and workforce reform policy.

**Review**

This job description maybe reviewed from time to time with the Headteacher. While every effort has been made to explain the main duties and responsibilities of the post, each individual task will not necessarily be identified.

J McAuley

Headteacher

March 2022

**Person Specification**

**Post Title: ICT Network Manager**

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| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| Qualification/Training/  Competences | 1. Specific training in IT specialist areas 2. Technical, vocational or part professional qualification at degree level or equivalent experience (NVQ4) | 1. ‘A’ level or equivalent qualification numeracy/literacy 2. Relevant Degree |
| Relevant Experience | * Experience of management and supervision within IT | 1. Experience of managing people 2. Experience in a learning environment |
| Knowledge | 1. Working knowledge of relevant legislative IT requirement 2. Effective use of ICT and other specialist equipment/resources 3. Full working knowledge of relevant policies/codes of practice. 4. Experience of evaluating own learning needs 5. Experience of communicating well at all levels | 1. Working knowledge of SIMS |
| Skills | * Must be prepared to work at mutually convenient times which may include evenings and weekends * Good interpersonal skills |  |
| Special Circumstances | Attendance at meetings/INSET/open evenings/parents evenings, outside normal hours events |  |